

**ASSISTANT ATHLETIC DIRECTOR  
FOR STUDENT SERVICES**

**DEFINITION**

This is administrative staff work involving student services and related support functions for student athletes. Work involves the responsibility for administering the student athletic scholarship program to ensure compliance with NCAA, WAC, Big West Conference and University requirements; establishing and maintaining a student records system to monitor and assess the student athlete's academic standing; administering the University's drug education and testing program for athletes to ensure conformance with the various athletic association standards and University policies and procedures; directing and coordinating the administration of the University's student conduct code; providing direction and leadership relating to academic and personal counseling for student athletes, career opportunities and job placement, and financial assistance through various student loan and grant programs; and participating in the development of short and long range goals for the Athletic Department. Work requires the establishment of effective working relationship with senior academic administrators, faculty, students and student organization, representatives of the various athletic associations such as N.C.A.A., W.A.C., etc. and University staff. Knowledge of the theories, principles and practices of higher education administration, applicable federal and state requirements relating to student services; and requirements for student athletes as established by their respective conferences e.g. N.C.A.A., W.A.C., Big West Conference, etc. Work is performed under general direction from the Director of Athletics for adherence to general policy guidelines and results achieved.

The establishment of the class, Assistant Athletic Director for Student Affairs is approved effective February 1, 1990.

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Albert J. Simone

Feb 12, 1990

Date